



# AN AASIS TRAINING GUIDE

## Time Recording and Time Approval

ASC Course Code HRTRC



- **Course:** Time Recording and Time Approval
- **Courseware Items:** Core Curriculum
- **Change Summary**

Changes made to this document are summarized in the following table

**Version Control Sheet**

Date	Change	Reason For Change	Updated Version	Pages Effected
4/03/01	Courseware developed and published			
8/01/02	Entire courseware updated	Improvement in entire courseware package	2.0	All
9/10/02	Corrections	Typographical Correction to Step 2	2.0a	3-5
2/17/03	Addition of Appendix Divided into Modules	Added Data Exercise Pages Facilitate Web Placement	3.0	All
2/16/04	Screen & Transaction Updates	Enterprise Upgrade	4.0	All
10/28/04	Corrections	Added ATHL holiday code; Changed fiscal year date	4.0	1-3, 2-31



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# COURSE DESCRIPTION

Course Title: Time Approval and Time Recording

Course Code: HRTRC

Duration: 1 Day

Hours: 7 Hours

Audience: Agency Time Data Entry, Agency Time Management Specialist, Agency Time Management Supervision, Agency Central Time Management; Agency Payroll Systems Management

## Prerequisites:

- Basic PC and Microsoft Windows skills
- BAASIS – Basic AASIS



# TRANSACTIONS BY ROLE ASSIGNMENT

TRANSACTION	PROCESS	ROLE
CAT2	Time Entry (Enter Attendances and Absences on the AASIS Cross Application Time Sheet)	Agency Time Data Entry; Agency Time Management Specialist; Agency Central Time Management
CATS_APPR_LITE	Approve Working Times (Approval of CAT2 Time Entry in the AASIS System)	Agency Time Management Supervision
CATS_DA	Display Working Times (Verify time has been approved on employees)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision
PT40	Time Management Pool (View attendances and/or absences entered on employees)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision
CAT3	Display Time Entries (View attendance and absences in CATS)	Agency Time Management Specialist; Agency Central Time Management; Agency Time Management Supervision



# COURSE OBJECTIVES

- Participants will demonstrate an understanding of the Time Entry and Time Approval processes in the Arkansas Administrative Statewide Information System (AASIS):
  - Define Terms and Concepts
  - Explain Time Entry Process in the AASIS System
  - Explain Time Approval Process in the AASIS System
- Participants will successfully:
  - Enter Attendances/Absences in the Cross Applications Time Sheet (CATS)
  - Perform Allocation in CATS
  - Approve Time in CATS
  - Display Available Reports



### CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

1. Answer ten (10) basic questions regarding Time Entry and Time Approval
2. Perform Time Entry on Employees with Attendances and Absences
3. Approve Time on Employees